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**From:** Glazer, Lisa (DPH)  
**Sent:** Monday, July 09, 2012 1:06 PM  
**To:** Lawler, Michael (DPH); Corbett, Kate (DPH); Frasca, Daniela (DPH); Lleshi, Hevis (DPH); Medina, Nicole (DPH); Piro, Peter (DPH); Renczkowski, Daniel (DPH); Salemi, Charles (DPH); Saunders, Della (DPH); Tran, Mai (DPH)  
**Subject:** RE: Weekly report  
**Attachments:** weeklyreport.xls

I copy and pasted the information into another excel spreadsheet and then it printed out fine. I attached it to this email if anyone wants it. I compared it to the one that Ken sent and it looks like the information transferred over.

Lisa Glazer  
Chemist II  
Department of Public Health Drug Analysis Laboratory  
305 South Street  
Jamaica Plain, MA 02130  
Office: 617-983-6632  
Fax: 617-983-6625

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**From:** Lawler, Michael (DPH)  
**Sent:** Monday, July 09, 2012 9:45 AM  
**To:** Corbett, Kate (DPH); Frasca, Daniela (DPH); Glazer, Lisa (DPH); Lleshi, Hevis (DPH); Medina, Nicole (DPH); Piro, Peter (DPH); Renczkowski, Daniel (DPH); Salemi, Charles (DPH); Saunders, Della (DPH); Tran, Mai (DPH)  
**Subject:** RE: Weekly report

I'm just printing up blank lines. Anyone have any success with this?

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**From:** Gagnon, Kenneth (POL)  
**Sent:** Monday, July 09, 2012 9:25 AM  
**To:** Corbett, Kate (DPH); Frasca, Daniela (DPH); Glazer, Lisa (DPH); Lawler, Michael (DPH); Lleshi, Hevis (DPH); Medina, Nicole (DPH); Piro, Peter (DPH); Renczkowski, Daniel (DPH); Salemi, Charles (DPH); Saunders, Della (DPH); Tran, Mai (DPH)  
**Cc:** O'Brien, Elisabeth (DPH); Vallaro, Guy (POL)  
**Subject:** Weekly report

Hello,

Attached is a blank copy of a Weekly Summary Report.  
It includes a summary of samples assigned, completed and in your backlog. Additionally it includes a summary of time out of the lab and overtime worked and a place for your name.  
Please fill this out each week and email a copy to Chuck and me at the end of each week going forward.  
Any questions please let me know.

Thanks

Ken